

# THE PARACHUTE FACTORY

## SOCIAL MEDIA INTERNSHIP POSITION

*Located in the heart of Lexington's Northside, The Parachute Factory exists as a non-profit, multi-use space that promotes artistic endeavors and community engagement. We are committed to exhibiting visual art and hosting events that are free and open to the public, with an emphasis on attracting all types of people. Our board of directors is made up of artists, and all of our staff have full-time jobs-in addition to volunteering at TPF. The space was opened in 2016 because of a need in Lexington for a professional and accessible creative venue.*

*Because all staff and board members at TPF are volunteers, internships are unpaid. We can work with you to meet class credit criteria if you are in school. Being knowledgeable of the art scene in Lexington is certainly a plus for our interns, but it is not required because our interns gain that knowledge along the way.*

### **SOCIAL MEDIA INTERN**

The social media internship requires 120-150 hours over a period of 3-4 months. This position requires an individual who is looking for experience in the world of fine art and / or community engagement. The intern should be self-motivated and independent. In addition to weekly tasks listed below, the intern will be required to create and pitch 1 personal project on which he / she will work throughout the semester.

The following responsibilities are expected to be completed under the guidance of TPF staff:

- + Create and push relevant content on all social media platforms
- + Stay engaged and informed with the local Lexington art scene
- + Maintain website copy
- + Create content for monthly newsletters
- + Staff open gallery hours once per week (3 hours)
- + Create and complete personal project
- + Complete end of internship write-up and self evaluation: 500 words

Questions should be directed to the Community Events Director Stevie Morrison, at [stevie@parachutefactorylex.com](mailto:stevie@parachutefactorylex.com).